

**REDMOND CITY COUNCIL
FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE
MEETING SUMMARY**

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, September 27, 2016

Council

John Stilin, Chair
Angela Birney, Member
David Carson, Member
Hank Margeson (*Attending Council Member*)

Staff

Lisa Rhodes, Communications and Marketing
Administrator
Nicole Bruce, Senior Human Resources Analyst
Kim Bacchus, Senior Human Resources Analyst
Nina Rivkin, Chief Policy Advisor
Kelley Wood, Revenue and Treasury Manager
Mike Bailey, Finance and Information Services
Director
Malisa Files, Deputy Finance Director
Erika Vandenbrande, Deputy City Administrator
Cheryl Xanthos, CMC, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:27 p.m.

Committee Chair John Stilin called the meeting to order, reviewed attendance, and overviewed the agenda.

Monthly Financial Report

Mr. Mike Bailey, Finance and Information Services Director, stated that the finances are continuing on the same path as the last couple of months as expected.

Consultant Agreement for State Lobbying Services

Ms. Nina Rivkin, Chief Policy Advisor, stated that the City has contracted with Doug Levy since 2009. The City issued a Request for Proposals, Mr. Levy was the only respondent, and the Council will be asked to approve the consultant agreement at the October 18, 2016, regular business meeting. The agreement covers a four-year term with an option to renew for another four years. The only difference with this contract and the previous one is that it will include an inflator to help guide negotiations in future years.

Sire/Granicus Agenda Systems Update

Mr. Bailey stated that there are some changes with switching to a new system. The Granicus product is expected to continue to be supported in the future. Sire support will be needed for another six months as the conversion takes place.

General discussion ensued regarding the delivery date.

Communications Update

Ms. Lisa Rhodes, Communications and Marketing Administrator, provided a draft of the talking points for the upcoming Neighborhood Conversation; the reception time has changed; and stated that the one-pagers have been updated.

General discussion ensued throughout regarding the Project Viewer usability; school speed zones; and other possible citizen concerns to be discussed at the Neighborhood Conversation.

Benefits/Open Enrollment Update

Ms. Nicole Bruce, Senior Human Resources Analyst, stated that renewals are coming in from the vendors; some fees have increased; there may be no rate increase for HMA due to reserves; Group Health rates will increase; bundling life insurance products; legislative changes; and requests for coverage changes.

General discussion ensued regarding dental preventative care and HMO market comparisons.

2017 Market Adjustments

Ms. Bruce and Ms. Kim Bacchus, Senior Human Resources Analyst, stated that the market adjustment is the combination of a survey of wages at comparable cities, local company employee wages, and published survey data. The results will be provided in late November. This item will go to the full Council for approval on December 6, 2016.

New Position Classifications

Ms. Bacchus and Ms. Bruce stated that five positions will be brought to the full Council for approval at the October 4, 2016, meeting. This includes title changes and adjustments to wages based on market rates.

Investment Policy Review

Ms. Kelley Wood, Revenue and Treasury Manager, stated that the investment policy is brought for the Committee's review and shows some language updates. There are no policy changes. This item will be brought to the full Council for approval.

RFP and Selection of Vendor to Replace Risk Claims and Incidents System

Mr. Bailey stated that the current system needs to be replaced with a platform approach through Dynamics AX. A Request for Proposals will be issued for the customization of the new system. The cost will be approximately \$50,000.

Lean/Process Improvement Update

Ms. Erika Vandenbrande, Deputy City Administrator, provided an update on the LEAN process for the customer service center:

- staffing:

- Customer Service Manager will report to the Executive Office;
- three staff members will report to the Customer Service Manager;
- reallocation of existing staff including business licensing, cashiering, and a Public Works admin position;
- physical location:
 - under stairwell on first floor;
 - architectural changes;
 - removal of current lobby desk;
 - kiosk;
 - queueing system;
 - potential for more public meeting rooms;
 - staff office areas; and
 - Council office.

General discussion ensued regarding increasing functionality; acoustics; balancing costs; private work areas; and coverage throughout the day.

Budget Study Session Proposed Calendar

Ms. Malisa Files, Deputy Finance Director, provided the calendar for the budget study sessions. The budget will be presented next week, and the study sessions will be start on October 20, 2016. The Capital Investment Program will be the first item discussed. The three matrices are community input, parking lot, and questions the Council needs answered before budget adoption.

General discussion ensued regarding a follow-up on prior and current budget issues; reading the budget and staying on schedule; and finishing the budget study sessions by November 17, 2016.

Construction Agreement Between the City of Redmond and Community Facilities District 2016-1

Ms. Files stated that this is a construction agreement between the City and the Community Facilities District No. 2016-1. It allows the City to be reimbursed for the construction costs.

November/December Meeting Schedule *(this item was added at the time of the meeting)*

The next meeting will be held on November 29, 2016. There will be no meeting in December.